



Blackboard Help Topic

Content Editor

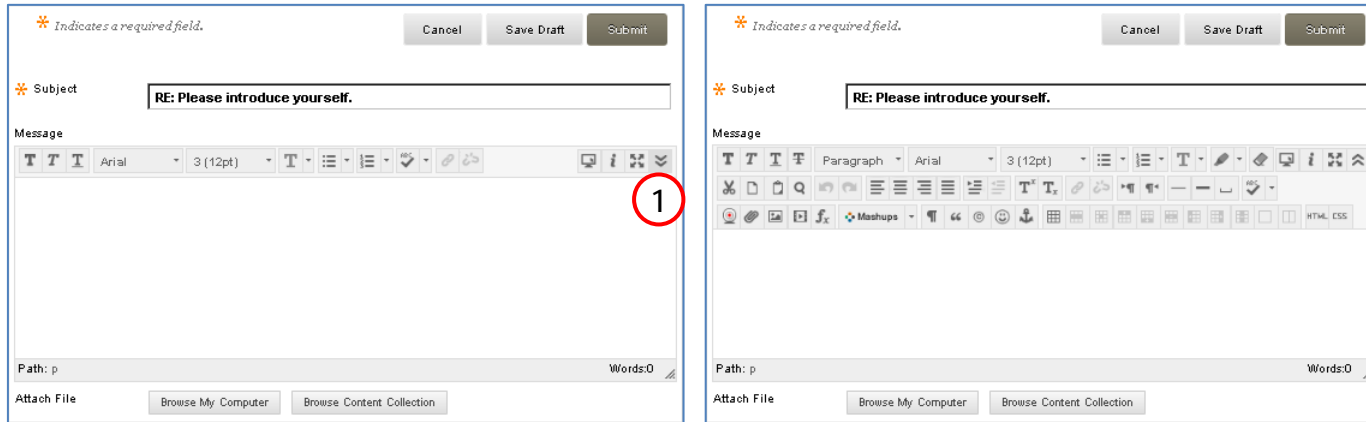
Updated June 17, 2016

This Blackboard help topic describes the new Content Editor introduced in the 2013 Blackboard upgrade.

Summary

- The Content Editor appears in many areas of Blackboard; most users will commonly encounter the Editor when posting in the Discussion Boards.
- By default, the Content Editor will hide all but the first row of buttons from view; click the “Show All” button  to show the hidden rows of buttons.
- There are many Content Editor buttons, and it would take a very large document to describe how each of them works. Instead, you can easily move your mouse over the buttons to reveal tool tip descriptions, and there is a “Help” button  with more detailed information about the Content Editor and its buttons.

Blackboard Content Editor



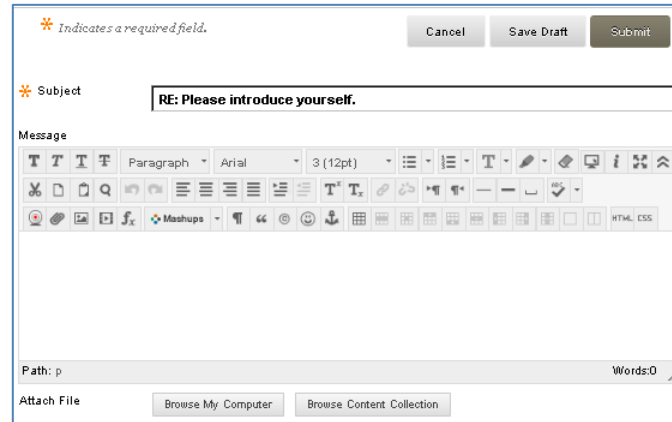
The Content Editor, with toolbar collapsed in a compact mode (left) and expanded to show all tools (right).
The Content Editor appears anywhere formatted text can be entered into Blackboard, such as Discussion Board replies, some Assignment submission boxes, and in a number of instructor editing areas (Announcements and My Grades, for example).

1. Click the “Show More” button to show all toolbars (the button toggles to a “Show Less” button that can be clicked to hide the extra toolbars).
2. The Content Editor can be switched into a full-screen editing mode, which makes large posts easier to see while composing and formatting them.
3. The Content Editor has an online “Help” button that can be clicked for additional help. You can also mouse-over any Content Editor button to reveal a pop-up tool tip describing what the button does.
4. A “Preview” button can be used to preview your work before submitting it.
5. A “Spell Check” button is built into the Content Editor, with multiple language options.
6. A simple word counter in the lower-right corner of the Content Editor counts all words in your post (including bibliographical information and other words that probably should not count toward an official word count).



Words:0

Useful Content Editor Buttons



Overview:

1. An "Add/Remove Hyperlink" button allows you to turn a highlighted word or phrase into a link.
2. "Mashups" allows you to add special multimedia content to your work, such as My Media II videos powered by Kaltura, used for submitting video assignments in some courses.
3. The paper clip-shaped "Attach File" button in the third row of buttons is the best way to attach files using the Content Editor. Easily-seen links to the attached file will be embedded into your content.
4. The "Attach Image" button can be used to attach an embedded image file, such as illustrations or charts, into your content. (This is the best way to add images to your content, as they cannot be simply copied-and-pasted into the Content Editor like text.)
5. An "Equation Editor" allows you to build elaborate mathematical equations and add them to your content.
6. A Video Everywhere tool can be used to add publicly accessible YouTube videos to your content. These are good for informal content submissions, such as introductions, but Kaltura, under the "Mashup" button, is the appropriate method for submitting video assignments.




FAQ, Tips, Reminders, Known Issues

Article #:

00 **Q:** A few of the many Content Editor buttons are described here, but not all of them. What do all the other buttons do?

A: Feel free to explore the various buttons to see what they do and how they work; posting a test message in a “Class Café” area of one of your courses is a good way to do this!

Also, you can hold your mouse-pointer over any of the buttons for a few seconds; a pop-up tool tip should appear, containing a short description of what the button does. Often, this one- or two-word description will be enough to tell you how the button works and what it does.

The Content Editor’s built-in “Help” button () is a great way to get more detailed help.

00 **Q:** What happened to the “Paste from Word” mashup that appeared in previous versions of Blackboard? What if I need to paste content from MS Word?

A: The upgraded version of Blackboard no longer requires students to take extra steps to use a “mashup” when pasting from MS Word—the conversion of MS Word formatting to HTML is now handled automatically by Blackboard.

00 **Q:** What if I want content pasted into the Content Editor to match APA or other academic formatting styles? Content posted with the Content Editor looks different from MS Word.

A: The Blackboard Content Editor produces HTML-standard web page content, which is very different from the sort of content that can be produced using a full-featured word processor. As a result, there will be some differences in the Content Editor formatting and the MS Word formatting. For example, the Content Editor does not easily reproduce double-spacing. This is normal, and our instructors are usually aware of this and generally won’t penalize students for minor formatting loss in the Blackboard Content Editor. (When in doubt, check with your instructor to make sure your posted assignments and discussions are acceptable.)